

# Scholarship Guidelines



HOWARD  
COLLEGE OF ARTS  
AND SCIENCES

*The Flagship*

*Our mission is twofold: not only do we aim to supply COAS students with a comprehensive list of scholarships, but we also strive to offer valuable advice and guidance throughout the application process. Prior to submitting an online COAS scholarship application, it is imperative that you carefully review the COAS Scholarship Guidelines.*



## Accessing COAS Online Scholarships

To access all COAS scholarship applications, log in using your Howard University Microsoft Office credentials. Only COAS students qualify to apply for COAS scholarships. No exceptions.



## Eligibility Criteria

Be sure to review the eligibility criteria for each COAS scholarship. Applicants must be in good academic standing and have completed at least one full semester at Howard University - College of Arts and Sciences to be eligible to apply for COAS scholarships.



## Applying to Scholarships Each Semester

COAS offers scholarships throughout the year on a semester-by-semester basis. Applicants who do not receive a COAS scholarship may reapply in the next academic year. Throughout an academic year, a student awardee can receive a maximum of one COAS scholarship (in addition to the Globalization Fund). After the conclusion of the next academic school year, student awardees are eligible to receive another COAS scholarship in the application process. **Please note: Students are limited to a one-time award from the Globalization Fund during their tenure at Howard University.**

Academic Year= fall, spring, & summer semester (Ex: FA 23-SPR 24-SUM 24)

Ex: If you were awarded a COAS scholarship in Spring 2024 and reapply, you will be eligible for an additional COAS scholarship after Summer 2025. Eligibility does not mean that you will automatically be selected for another scholarship.



## Gather Documents

Collect all necessary documents for your application, which include:

- **Transcripts:** Current (unofficial) Howard University transcripts are needed. Timestamped screenshots of Banner/DegreeWorks will be accepted.
- **Resume/CV:** Ensure that your documents clearly highlight your achievements, work experience, extracurricular activities, and any relevant skills.
- **Letters of Recommendation:** Choose professionals who can speak to your academic abilities, character, and potential. Allow your recommenders ample time to write and submit their letters of recommendation.
- **Application Questions & Essays:** Tailor your essay(s) to address the specific themes or questions outlined in the application guidelines. Check for grammar, spelling, and punctuation errors. Ensure sentences are clear and coherent.
- **Financial Information:** If you are applying for need-based and study abroad scholarships, be prepared to provide financial statements or documents to signify your need for financial support.





## Proofread and Review

Before submitting your application, please thoroughly proofread all documents to ensure that they are free of errors or misspellings. Consider having someone else review your application as well.



## Submit Application

Submit your application through the Microsoft form available on the COAS ASA website. Sending any missing COAS application required documents to [coas.scholarships@howard.edu](mailto:coas.scholarships@howard.edu) will result in the withdrawal of your application.



## Deadline

Be aware of the deadlines for each scholarship you are interested in and be sure to submit your application by the stated date. Late applications will not be accepted.



## Keep Records

Keep copies of all the documents you submit for your records. Keep track of any communications from the scholarship committee; they might need additional information or clarifications.



## Follow Up

After submitting your application, you will receive a confirmation email about the submission of your application via Microsoft Forms. Be sure to check your email regularly. For additional support, please contact the Academic Student Affairs (ASA), located in Locke Hall 110, or email [coas.scholarships@howard.edu](mailto:coas.scholarships@howard.edu).



## Acceptance and Award

If you are selected for a scholarship, please review the terms and conditions of the award carefully. Please follow all instructions provided (sent by [coas.scholarships@howard.edu](mailto:coas.scholarships@howard.edu)) to accept the scholarship and any next steps by the indicated deadline.

**My signature acknowledges that I have read and fully understood the COAS Scholarship Guidelines.**

**Download and save for your records**

**Full Name**

**Date**